

## **Director, Stewardship**

### **Texas State University**

#### **Job Description**

The Director of Stewardship provides leadership in ensuring that all donor contributions are managed in accordance with legal, ethical, and university standards. Reporting to the Executive Director of Donor Engagement, this position is responsible for overseeing fund stewardship, donor reporting, impact communications, and the strategic use of philanthropic support.

As part of the university's broader donor engagement efforts, this role also supports the design and implementation of stewardship strategies that demonstrate the impact of giving and foster long-term donor relationships. The Director partners with campus leadership to ensure efficient, effective, and donor-centric stewardship practices that align with institutional goals and promote trust in the university's management of philanthropic support.

#### **About Texas State University Donor Engagement**

Texas State University's Donor Engagement program seeks to appreciate, inform, meaningfully engage, and recognize current and prospective donors as integral members of the university community. The university honors its fiduciary responsibility to steward philanthropic investments with integrity and transparency. Consistent communication and meaningful engagement strategies are vital to fostering long-term relationships with donors, instilling pride in the institution, and building trust in how gifts are managed and utilized.

#### **Gift and Fund Stewardship**

- Oversee the review and approval of endowed, gift, and naming agreements to ensure clarity of donor intent and alignment with university policies.
- Distribute finalized agreements to relevant campus stakeholders and ensure awareness of stewardship and reporting responsibilities.
- Collaborate with internal partners to ensure the timely and appropriate use of endowed and non-endowed funds in accordance with donor wishes.

#### **Donor Stewardship and Program Oversight**

- Design, implement, and improve stewardship programs that communicate the impact of giving, deepen donor trust, and reflect the university's appreciation.
- Develop reporting tools that help communicate meaningful stories about the impact of donor support.
- Conduct regular and ad hoc audits of donor-funded accounts to monitor fund utilization and ensure appropriate use.
- Provide statistical and strategic insight on donor engagement outcomes and stewardship effectiveness.
- Collaborate closely with Advancement and Donor Engagement staff to report on the utilization of gifts, communicate their impact, and celebrate contributions.
- Conduct regular donor surveys and utilize the findings to inform program development and enhance donor engagement outcomes.

## **Technology and Process Improvement**

- Develop and manage standardized reporting tools and dashboards to support university, division, and college-level transparency into endowment fund usage, performance, and stewardship metrics.
- Partner with Advancement Services and IT to ensure system functionality, data accuracy, and reporting efficiency.
- Recommend and implement process enhancements that streamline operations, improve fund management, and support cross-campus users.

## **Leadership and Collaboration**

- Educate fundraisers and university stakeholders on legal and university policy changes affecting gift acceptance.
- Advocate for donor interests by providing guidance and education on stewardship best practices and related policy considerations.
- Support the Executive Director in building a division-wide strategy that integrates donor relations, stewardship, and recognition planning.
- Research and communicate emerging trends and best practices in all areas of stewardship and seek opportunities to share knowledge with both central and non-central Advancement staff members.

## **Required Qualifications**

- Bachelor's degree in business administration, accounting, nonprofit management, or a related field.
- At least five years of experience managing endowment compliance, donor agreements, or financial stewardship in a higher education or nonprofit setting.
- Demonstrated experience with fund tracking, gift utilization, and compliance monitoring.
- Proven ability to manage multiple projects simultaneously and meet deadlines under time constraints.
- Strong attention to detail, analytical thinking, and high ethical standards.
- Excellent communication, collaboration, and critical-thinking skills.

## **Preferred Qualifications**

- Master's degree or relevant professional certification.
- Experience at a four-year public research university.
- Experience in stewarding and cultivating donors and alumni.
- Prior supervisory experience, with the ability to lead and motivate staff.
- Strong knowledge of legal, tax, and institutional policy considerations surrounding charitable gifts and donor agreements.
- Experience managing donor databases or gift processing systems.
- Experience producing donor communications, including impact reports and executive messaging.
- Experience partnering with academic leadership to implement and manage stewardship or fund compliance programs.
- Proven ability to lead cross-functional teams and serve as a strategic resource to advancement professionals and university stakeholders.

**Salary**

\$80,000 -\$85,000 per year

Please apply at [Texas State University Applicant Portal | Director, Stewardship](#)